

## **Kadena Base Bulletin, Jan. 30**

To submit an announcement for the base bulletin, e-mail a completed bulletin form to:  
[kadena.basebulletin@kadena.af.mil](mailto:kadena.basebulletin@kadena.af.mil).

*Announcements typically run for two weeks beginning two weeks prior to an event. Submissions must be received by 5 p.m. Monday to be included in the weekly bulletin e-mail sent on Wednesday. NO FEDERAL ENDORSEMENT OF PRIVATE ORGANIZATIONS OR ACTIVITIES IS INTENDED.*

In the bulletin this week at Kadena:

### **NOTICES**

**Gate 1 lane closure**  
**Road closure**  
**Postal custom forms**  
**ACE monthly meeting**  
**ACE is looking for new members**  
**AFAS education grant**  
**Leave Web 4.0**  
**Foreign Service Officer Test**  
**Teen Dating Violence Awareness Week**  
**Marriage links class**  
**Shogun men's dragon boat team**  
**PME development courses**  
**Fast legal assistance**  
**Post office closure**  
**Seeking driver's education instructors**  
**Seeking private organizations**

### **UPCOMING EVENTS**

**Women's softball tryouts**  
**Black History Month 5K**  
**Team Kadena Annual Awards**

### **VOLUNTEER OPPORTUNITIES**

**Youth baseball and softball coaches needed**  
**Unaccompanied housing needs dorm leaders**  
**FMO needs staff sergeants**  
**Bob Hope Primary School**  
**Kadena High School**  
**Kadena Middle School**  
**Academic Assistance Club**  
**Volunteers needed to promote Military Saves Week**  
**Volunteers needed for 2013 Okinawa Marathon**  
**Judges needed for AEIS Science Fair**

### **NOTICES**

#### **Gate 1 lane closure**

Gate 1's outer traffic lane will be temporarily closed to inbound traffic until Feb. 1 and from Feb. 3-8. The 18th Civil Engineer Squadron will be making repairs to the asphalt.

For more information, please contact Master Sgt. Dewayne Magee at 634-4481.

#### **Road closure**

One lane partial road closures are scheduled from Jan. 10 to Feb. 9 (weather permitting, otherwise automatically extended as needed) on Douglas Blvd. between Burger King and the sewer lift station, Bldg. 4079, located north of Christos Ave. for the purpose of a cultural assets survey.

The closures will be in effect from 8 a.m. to 6 p.m. except Sundays. Traffic after 6 p.m. will resume as normal until the next working day. One lane will remain open for traffic flow at the excavation sites. Construction/warning signs will be placed and flagmen will direct the traffic flow at the sites.

For more information, please contact Ms. Natsuki Kudaka at 632-6257.

#### **Postal custom forms**

Customers can now use either the Postal Service Form 2976, Customs Declaration CN 22, or PS Form 2976-A, Customs Declaration and Dispatch Note-CP 72, for items sent to or from any APO, FPO or DPO zip code location.

For more information, please contact Master Sgt. Snyder at 634-3244.

#### **ACE monthly meeting**

Airmen Committed to Excellence's monthly meeting will be Feb. 14 at the Rocker NCO Club in the Kuba Room from 11 a.m. to noon. There is no cost to attend and lunch will be provided. New faces are always welcome.

For more information, please contact Airman 1st Class John Wyatt at 630-4708.

#### **ACE is looking for new members**

Sign up today and join Airmen Committed to Excellence. ACE's vision is to establish Airmen to be future leaders of the U.S. Air Force and to provide Airmen opportunities for personal and professional development. They also provide opportunities for members to volunteer in the community and other activities that can strengthen senior airman below-the-zone packages. During monthly meetings, guest speakers provide information on how to sponsor a blood drive, the retraining and commissioning process and much more. Membership costs \$20 for the length of an individual's tour and includes a coin. T-shirts are also available for an additional \$15.

If you would like to join or for more information about ACE, please email [ACE.Exec@us.af.mil](mailto:ACE.Exec@us.af.mil).

#### **AFAS education grant**

The Air Force Aid Society offers students an opportunity to get up to \$7,000 toward higher education. The AFAS's education grant is worth \$2,000 and is needs-based. AFAS also offers college freshmen an opportunity to compete for one of 10 merit-based scholarships worth \$5,000.

Applications will be available until March 8 and are online at <http://afas.org/education-grants>.

#### **Leave Web 4.0**

There will be several changes made to Leave Web 4.0 including expanding Leave Web capabilities to process all types of leave, requiring digital signatures for all requesting and approving levels of military leave and eliminating the use of tracking numbers. Kadena Air Base is scheduled to see this upgrade Feb. 13. Also, use or lose balances have been updated to 75 days until 2015.

For more information, please contact customer service at 634-4537.

#### **Foreign Service Officer Test**

For those interested in becoming a diplomat with the U.S. Department of State or U.S. Consulate General, the written portion of the Foreign Service Officer Test will be offered by Naha Feb. 8 at the education center, Bldg. 246, Room 108 on Torii Station. There will be a morning and an afternoon session with 10 seats available in each session.

To learn more and to register for the test, please visit <http://www.careers.state.gov>.

#### **Teen Dating Violence Awareness Week**

In an effort to raise awareness of healthy relationships, the Senate approved and declared the first week of February "National Teen Dating Violence Awareness Week." In accordance with this month of national awareness, family advocacy is offering educational seminars to all members of the military community on Okinawa.

They are also hosting a "Help, my teen is dating!" seminar that includes a video by author Mike Domitrz, speaker and executive director of the Date Safe Project.

For more information, please contact Valerie Seitz at 634-3361.

#### **Marriage links class**

There will be a marriage links class Feb. 6-27 from 5-7 p.m. at Bldg. 128 in the conference room. This class is designed to help keep your relationship strong and surface potential problems before they could dampen the intimacy in your marriage.

For more information, please contact Valerie Seitz at 634-3361.

### **Shogun men's dragon boat team**

The Shogun men's dragon boat team is still looking for participants.

Practices are on Mondays and Wednesdays at 6 a.m. and 5:30 p.m. at the Risner Track, Tuesdays and Thursdays at 5:30 p.m., and Saturdays at 8 a.m. at the Kadena Marina.

For more information, please contact Katrina Raymond at [katrinas\\_mailbox@yahoo.com](mailto:katrinas_mailbox@yahoo.com) or check out the team on Facebook by searching for Shoguns Dragon Boat Race Team.

### **PME development courses**

The McDaniel Center for Professional Development is pleased to announce the next round of Professional Enlisted Developmental Seminars in February. The courses are open to all military services including Japan Air Self Defense Force.

The Airmen Professional Development Seminar will be held Feb. 21-22. The class is open to Airmen with at least two years time-in-service with no Airman Leadership School projection. The class will be held at the McDaniel Center, Bldg. 3445. The class is for only 40 students, so register soon at

<https://afkm.wpafb.af.mil/ASPs/Reg/RegisterSelect.asp?Filter=OO-DP-PC-06&EventID=10965&GroupID=14623>.

The Non-Commissioned Officer Professional Enhancement Seminar will be held Feb. 25-27. This is for NCOs with three or more years time-in-grade after ALS with no NCO Academy projection. The class will be held at the McDaniel Center, Bldg. 3445. The class is for only 40 students, so register soon at

<https://afkm.wpafb.af.mil/ASPs/Reg/RegisterSelect.asp?Filter=OO-DP-PC-06&EventID=10965&GroupID=14623>.

For more information about the courses, please call 634-3337 or 632-7829.

### **Fast legal assistance**

Do you need a power of attorney or will, but don't have 30 minutes to wait? Save time by going to <https://aflegalassistance.law.af.mil>. Fill in your information, write down the ticket number and bring it to the legal office's front desk and you will be helped.

For more information, please contact Tech. Sgt. Jeremi Cortez at 634-3300.

### **Post office closure**

The Kadena post office and the official mail center will be closed on Feb. 4 due to the Pacific Air Forces Family Day.

### **Seeking driver's education instructors**

The Schilling Community Center is currently seeking driver's education instructors. Individuals interested in being a contract instructor must have a current American Automobile Association or American Driver and Traffic Safety Education Association driver's education instructor certification.

Interested individuals should contact Mr. Jandin Thornton-Murray at 634-0365.

### **Seeking private organizations**

The Schilling Community Center will be conducting a private organization lottery for the 18th Force Support Squadron Spring EGGsplosion event, March 30.

They are looking for interested registered private organizations who would like to sell food items.

Private organizations must be registered and in good standing with the 18th FSS Private Organization Office. They must submit a point of contact, phone number, organization name, and the top three preferences of main items to sell.

Submissions will be accepted Feb. 1-15.

For more information or to enter the drawing for a spot, email Michele Bean at [Michele.bean@us.af.mil](mailto:Michele.bean@us.af.mil).

## **UPCOMING EVENTS**

### **Jan. 30-31**

#### **Women's softball tryouts**

There will be women's softball tryouts held at the Kadena Four Diamonds Complex on field A3, Jan. 30-31 at 6-8 p.m.

For more information, contact Guillermo Herrera at 634-9554 or 080-6495-9457.

### **Feb. 1**

#### **Black History Month 5K**

The Risner Fitness Center will kickoff Black History Month with a 5K Fun Run Feb. 1 at 7 a.m.

For more information, please contact Master Sgt. Robert Wilkins at 634-7554.

### **Feb. 9**

#### **Team Kadena Annual Awards**

The Team Kadena Annual Awards ceremony will be Feb. 9 at the Rocker NCO Club. The uniform will be semi-formal or civilian equivalent. Social hour begins at 5 p.m. and the ceremony starts at 6 p.m. Cost of meals range from \$20-30 per person. Reservation deadline is Feb. 2.

For more information, please contact your unit first sergeant.

## **VOLUNTEER OPPORTUNITIES**

### **Youth baseball and softball coaches needed**

Kadena youth sports and fitness is looking for volunteer coaches for their upcoming baseball and softball season. The season will run from now until Feb. 23.

For more information, please contact Kadena youth sports and fitness at [18fss.youthsports@us.af.mil](mailto:18fss.youthsports@us.af.mil), call 634-1384 or stop by Bldg. 499.

### **Unaccompanied housing needs dorm leaders**

Kadena's unaccompanied housing is looking for highly motivated staff sergeants and technical sergeants to fill vacant airman dorm leader positions. Applicants must possess the grade of at least staff sergeant, have a minimum of one year experience as a supervisor, possess leadership and mentorship capability, not have any record of emotional instability, disciplinary actions, or financial irresponsibility be able to speak distinctly and to all levels of rank, possess high standards of military appearance and conduct, and have knowledge of Microsoft Word, Microsoft Excel, supply, accounting, facility maintenance procedures and management of personnel. This is a two-year, non-deployable controlled tour. You must have two years left on your date eligible to return from overseas or be able to serve an consecutive overseas tour to obtain two years. You cannot be receiving payment from a selective re-enlistment bonus.

To apply, submit the following documents:

1. Release from current duty assignment, signed by commander
2. Copies of last three Enlisted Performance Reviews.
3. Copy of data verification brief

4. PT score sheet

5. Letters of recommendation

If you would like to apply for the positions or for more information, please contact unaccompanied housing customer service at 634-4016, Tech. Sgt. Jeremiah Curtin at [Jeremiah.Curtin@us.af.mil](mailto:Jeremiah.Curtin@us.af.mil) or Master Sgt. Michael Bagley at [Michael.Bagley.3@us.af.mil](mailto:Michael.Bagley.3@us.af.mil).

#### **FMO needs staff sergeants**

The Kadena housing office furnishings management element is looking for highly motivated staff sergeants to fill vacant positions. Applicants must have a minimum of one years experience as a supervisor, possess leadership capabilities with no record of disciplinary actions. It is highly recommended but not necessary that candidates have a supply or warehouse background, inventory control management skills, administrative knowledge of Microsoft Word, Microsoft Excel, accounting and facility management procedures. The positions may require speaking or briefing senior leaders.

This is a two year non-deployable controlled tour. Applicants must have two years left on their date eligible to return from overseas tour to qualify for these positions. Candidates cannot be receiving payment from a selective re-enlistment bonus.

For more information, please contact Melinda A. Faires at 634-1150.

#### **Bob Hope Primary School**

Bob Hope Primary School needs volunteers to help with reading, math and science groups Monday-Friday when school is in session, traffic control Monday-Friday from 8:30-9 a.m. and 2:50-3:20 p.m., and lunch and playground monitors Monday-Friday from 10:45 a.m. to 12:50 p.m.

For more information, please contact Luldes Giraud at 634-0093 or [luldes.giraud@pac.dodea.edu](mailto:luldes.giraud@pac.dodea.edu).

#### **Kadena High School**

Kadena High School needs volunteers and tutors to support the after-school homework club on Tuesdays, Wednesdays and Thursdays from 2-4 p.m. Tutors do not have to commit to all sessions, they may donate as much time as they can spare.

For more information, please contact Rhonda Burton at [rhonda.burton@pac.dodea.edu](mailto:rhonda.burton@pac.dodea.edu).

#### **Kadena Middle School**

Kadena Middle School needs volunteers and tutors to support the after-school homework club on Mondays, Wednesdays and Thursdays from 2-3 p.m. Tutors do not have to commit to all sessions, they may donate as much time as they can spare.

For more information, please contact Angela Butler at 634-0217 or [angela.butler@pac.dodea.edu](mailto:angela.butler@pac.dodea.edu).

#### **Academic Assistance Club**

The Academic Assistance Club at Kadena Elementary School need tutors for 4th and 5th grade students in the subjects of math, reading, language and special projects. Meetings are every Monday and Wednesday from 2:50- 4 p.m. in the information center. The program ends May 15.

For more information, please contact Kelley Lynn-Pryor at [Kelley.lynn-pryor@pac.dodea.edu](mailto:Kelley.lynn-pryor@pac.dodea.edu) or 634-1550.

#### **Volunteers needed to promote Military Saves Week**

Military Saves Week is from Feb. 25 to March 2 and the Airman and family readiness center needs help promoting it.

It is a financial readiness initiative and social marketing campaign endorsed by the Department of Defense and implemented by installations across all service branches to persuade, motivate and encourage military families to save money each month.

The initiative is also to convince leaders and organizations to be aggressive in promoting automatic savings. The AFRC will have financial forums, an extreme couponing contest and much more.

If you are interested in being a volunteer for your unit, one of the expert couponing gurus or offering a hand, please contact Capt. Leo Green at 634-3366 by Feb. 1.

#### **Volunteers needed for 2013 Okinawa Marathon**

Volunteers from groups, squadrons, private organizations or as individuals are needed to provide water or cheer on runners at stations along the base route through Kadena during the 2013 Okinawa Marathon Feb. 17. Those interested are encouraged to attend a meeting Feb. 5 at 2 p.m. at the Schilling Community Center, Bldg. 455, in the Ball Room. If you would like to volunteer as a group, you can send one representative to the meeting.

To volunteer or for more information, please email [makiko.miyara.jp@us.af.mil](mailto:makiko.miyara.jp@us.af.mil) or call 634-5696.

#### **Judges needed for the AEIS Science Fair**

Amelia Earhart Intermediate School needs volunteers who have knowledge of science to serve as judges for their science fair Feb. 20 from 8-11:30 a.m. Judges will be provided procedures and criteria and will work in teams.

To sign up or for more information, please contact Charlotte McGinn at [Charlotte.McGinn@pac.dodea.edu](mailto:Charlotte.McGinn@pac.dodea.edu).

KADENA BASE BULLETIN TEMPLATE				
WHO (POC with contact number)	WHERE (Location)	WHEN (Time)	DATE (Day)	WHAT (Volunteer, Upcoming event, Fundraiser, or notification)
Headline (What would you like the title of this event to be)				
NO MORE THAN THREE SENTENCES DESCRIBING VOLUNTEER REQUIREMENTS, WHAT THE EVENT OFFERS, AND CLOSURE/OPENINGS ( Repeat the who, where, when, the date, and what type of event in this description)				

#### **EXAMPLES OF APPROVED ANNOUNCEMENTS**

##### **EVENTS**

June 24 is the next Gate 2 Clean-up. Meeting location is the benches behind Chili's Too at 3 p.m. This event usually lasts about an hour and supplies are provided. If it is raining it will be cancelled.

##### **VOLUNTEER**

Airmen Committed to Excellence is looking for more ACE briefers to brief Wednesdays for the Newcomers Briefings at the Schilling Community Center.

##### **NOTICES**

The 18th Wing Legal Office wants to make sure all members of Team Kadena have an updated will and have the necessary powers of attorney. We do wills, by appointment, on Tuesdays from 1- 2 p.m. and powers of attorney, on a walk-in basis, on Mondays, Wednesdays, Thursdays, and Fridays from 10 a.m. to 3 p.m., and on Tuesdays from 10 a.m. to 1 p.m. To book an appointment or get more information, contact 634-3300.

#### **TIPS FOR WRITING KADENA BASE BULLETIN**

**Do not** capitalize all words in headline; only capitalize proper nouns and beginnings of sentences

**Edited:** Online test schedule disabled in AFAEMS

**Do not** use symbols

**Edited:** Road closure and detour

**Ensure** information is accurate

**Edited:** 18th Wing Chapel Protestant Program

**For time list as:** "begins at 8 a.m."; two times listed: "from 10 a.m. to 2 p.m." or "from 1- 6 p.m." 12 a.m. is listed as "midnight"; 12 p.m. is listed as "noon"

**Dates:** "5 JUL 2012"; "August 8<sup>th</sup>"; "Monday, June 4"

**Edited:** "July 5"; "Aug. 8"; "June 4"

**Avoid military slang and informal jargon**